

## **13 FAM 720 TRAINING PROGRAM PROCEDURE**

*(CT:TPD-001; 05-20-2004)  
(Office of Origin: FSI)*

### **13 FAM 721 APPLICATION FOR TRAINING**

#### **13 FAM 721.1 Non-Self-Study Courses**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USID/BBG/Commerce/Agriculture)  
(Applies to Foreign Service Nationals Only)*

- a. FSI normally announces FSN training courses and the deadline for acceptance of nominations by cable to the field. Posts then forward nominations to FSI per instructions in the solicitation cable. If a post is nominating more than one FSN for a particular course session, they must rank order the nominees. Posts should not make commitments to FSNs prior to receipt of their acceptance in the course by FSI.
- b. The appropriate FSI program office reviews all applications received by the deadline date and, in consultation with the regional bureaus (as may be needed), make selections on the basis of regional priorities, fair distribution, date of receipt and/or other factors deemed appropriate. Posts and bureaus should ensure that FSN applicants understand that generally there are more nominations than there are class slots available.
- c. After selections are made, all applicants and their posts will be notified of the decision.

#### **13 FAM 721.2 Correspondence and Distance Learning Courses**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID/BBG/Commerce/Agriculture)  
(Applies to Foreign Service Nationals Only)*

- a. Correspondence and distance learning courses are publicized through FSI's annual Schedule of Courses which can be accessed via its OpenNet web site; applications are accepted on an on-going basis. FSNs are also

eligible to participate in FSI Internet and Intranet based programs (unless specifically precluded).

- b. With U.S. Citizen supervisory clearance and/or approval, State FSN employees may sign up for FSI self-study courses by using Form DS-755, Request for Training, or by sending the Form DS-755 information via cable, FAX, or e-mail.
- c. FSNs employed by other U.S. Government agencies must apply for FSI courses using Form SF-182, including appropriate fiscal and billing information, and obtain supervisory approval and the approval of the Agency administrative official who is authorized to commit funds for this purpose.

## **13 FAM 722 SELECTION FOR FSN TRAINING**

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*(Uniform State/USAID/BBG/Commerce/Agriculture)*  
*(Applies to Foreign Service Nationals Only)*

Types of FSN training available are:

- (1) **Self-Study**– An FSN employee enrolled in a FSI correspondence or distance learning course, will be notified via e-mail or cable providing instructions, log-on IDs and passwords as necessary. Hard copy materials, if required, will be sent to the individual via pouch;
- (2) **Regional Workshops**– An FSN employee selected to participate in a regional workshop will be notified via e-mail or cable providing further instructions and information, reporting dates, etc; and
- 3) **Training in Washington, DC**– An FSN employee selected to participate in FSI training in Washington, DC will be notified via e-mail or cable providing further instructions and information, reporting dates, etc.

## **13 FAM 723 PRE-DEPARTURE PREPARATIONS FOR WASHINGTON, DC PROGRAMS**

### **13 FAM 723.1 Pre-departure Physical Examination**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/BBG/Commerce/Agriculture)  
(Applies to Foreign Service Nationals Only)*

- a. Posts should ensure that nominees for training do not suffer from chronic medical conditions likely to require treatment during training. A pre-departure medical examination is strongly recommended. Information on health insurance will be provided in the nomination cable or e-mail.
- b. The participant should obtain all required immunizations.

## **13 FAM 723.2 Other Pre-departure Preparations**

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(Uniform State/USAID/BBG/Commerce/Agriculture)  
(Applies to Foreign Service Nationals Only)*

- a. The participant is responsible for obtaining any necessary visa(s), and must have a valid passport for at least six months. Passport and/or visa fees are reimbursable.
- b. Post should provide FSI with the traveler's itinerary.
- c. Post should make every effort to provide the traveler with 100% of the authorized travel advance. The travel advance is intended to cover expenses incurred during training and must be vouchered upon return to post. Training-related cultural expenses which are authorized in an employee's travel orders will also be vouchered upon return to post and certified by the post certifying officer.
- d. If employees do not have automated payroll deposit, post should accept applications for allotments of the FSN's salary during their absence to their dependents or other agents in accordance with 4 FAH-3 H-556, or at his or her option, arrange to forward salary checks to him or her in Washington.
- e. If participants are authorized to take annual leave while on travel status, FSI should be advised of the number of days authorized. Post must approve annual leave, FSI cannot.
- f. Post should ensure that FSNs travelling to the United States and/or to other posts are covered by appropriate health insurance. Information regarding insurance companies is available from HR/OE.

## **13 FAM 723.3 Pre-departure Orientation**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/BBG/Commerce/Agriculture)  
(Applies to Foreign Service Nationals Only)*

- a. Post should provide appropriate orientation to prepare FSNs for their travel and training. This can include the following:
  - (1) A copy of the applicable FAM/FAH sections on FSN training, travel orders, travels advance, cables, or e-mails related to the course;
  - (2) Discussion of the goals and objectives of the training program. Participants must understand that they will be in a work status and will be expected to keep all appointments, and fulfill all assignments given. They should understand thoroughly any specific projects or consultations that the post wishes he or she to undertake during the training;
  - (3) Discussion of those aspects of U.S. life that should be understood in order to avoid difficulty or embarrassment, such as social amenities, climate and dress, etc. **The cost of living and the necessity for careful budgeting of per diem or actual subsistence funds must be stressed;**
  - (4) Suggest reading material that might help the participant prepare for the visit;
  - (5) A thorough briefing on U.S. currency; and
  - (6) A reminder to participants that accompanying family members and/or guests, are the sole responsibility of the trainee, and should not distract the trainee from full participation in the program. If the FSN employee plans to have someone travel with him or her, the post should notify the Department two weeks before arrival in Washington and obtain approval from the appropriate FSI program office sponsoring the training.
- b. Post should Inform the participant that:
  - (1) They will not be met on arrival in Washington, DC;
  - (2) They should take a taxi or other public transportation directly to the hotel;
  - (3) They are entitled to the standard subsistence rate authorized for the duration of their training, except for time spent on leave, and the per diem authorized by the Foreign Service Travel Regulations (6 FAM 150) while traveling between the post and the United States. Post should thoroughly review travel regulations and

- voucher requirements with all participants;
- (4) They may use the following mailing address while in the United States c/o:

The Foreign Service Institute; Office of the Registrar,  
M/FSI/EX/REG; Rm. F2210;  
4000 Arlington Boulevard, Arlington, VA 22204-1500;  
**Attn:** Student Mail
  - (5) They should bring or be prepared to purchase on arrival suitable clothing for the season; and
  - (6) They must complete and submit final travel vouchers within five days after their return to post.

## **13 FAM 724 THROUGH 729 UNASSIGNED**